

# ILEA In-Service Training Reporting Instructions

ILEA is requesting that agencies now report via the Acadis® portal all training received for all officers as it occurs, and not just mandatory annual in-service training. This will allow the ILEA/IDHS consolidated database (Acadis®) to provide accurate, up-to-date readiness data valuable in emergency response situations.

\* Note: Instructors may currently report up to 4 hours of in-service training each year for time spent teaching any in-service classes. Please see Step 23 below for special instructions on how to report these hours in the Acadis® portal.

*Browser support: please note that the Acadis® portal supports only IE6, IE7 and IE8 at this time.*

1. ILEA will create an account for the Acadis® portal for you. You will receive your account information in email. The ILEA has been collecting email addresses for Indiana police departments. If you have not notified ILEA of your CEO's email please do so as soon as possible.

**Indiana Public Safety Personnel Portal Welcome Information**

☆ Indiana Public Safety Personnel Portal Administrator to me [show details](#) 1:09 PM (0 minutes ago) [Reply](#)

This message is to confirm that an Indiana Public Safety Personnel (IPSP) Portal account has recently been created for you. The IPSP Portal provides public safety personnel with an easy, web-based method of accessing information published to them by the Indiana Department of Homeland Security (IDHS) or the Indiana Law Enforcement Academy (ILEA). The IPSP Portal also allows users to submit real-time updates in order to maintain current, accurate records.

For IDHS personnel, the portal (once active and available for IDHS use) may provide user access to the following:

- Viewing the current status of IDHS certifications
- Registering for Emergency Management Administration (EMA) courses
- Renewing Emergency Medical Services (EMS) certifications online

For ILEA personnel, the following handy quick links are provided (*bookmark these!*):

- [Report New Hire](#) (all officers new to your agency)
- [Report Employment Change](#) (retirement, resignation, death, leave, termination, promotion/demotion, reactivation)
- [Read instructions for reporting in-service](#) (NEW: report all training received -- see instructions)
- [Read instructions for online registration](#)

The ILEA portal provides access for law enforcement agency CEOs to the following:

- Reporting in-service training hours and events
- Registering agency officers online for all Law Enforcement training at ILEA
- Reviewing reporting instructions for new hires and employment changes

Click the following link to access the Indiana Public Safety Personnel Portal login page:

<https://acadisportal.in.gov/>

Use the login information below to access your account

Username: [Agency.CEO@gmail.com](mailto:Agency.CEO@gmail.com)  
Password: EJU@BX'EN

NOTE: you will be required to change your password on first login.

**FOR ALL PORTAL USERS:**

PLEASE ENSURE THAT YOU HAVE READ ALL INSTRUCTIONS IN THIS EMAIL AND ON THE PORTAL HOME PAGE PRIOR TO LOGGING IN. You should **print out** any instructions you may need from the portal home page prior to logging in.

For IDHS users:

The portal is not available for IDHS users at this time. A separate announcement will be sent once the portal is active for IDHS use.

For ILEA users:

If you have difficulty logging in, please contact ILEA at (317) 837-3245

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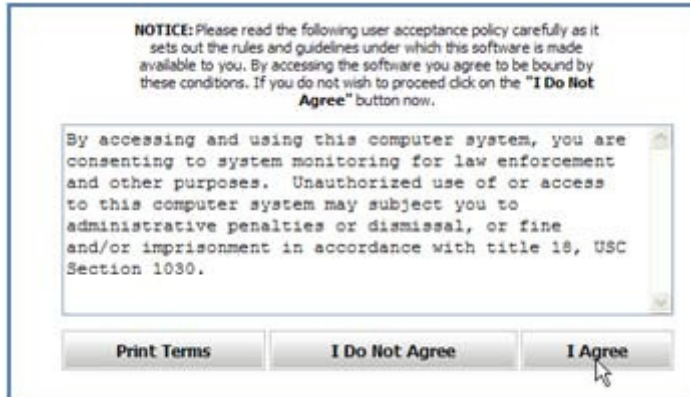
**Username**

**Password**

[Forgot your password?](#)

[Terms of Service](#)

2. Log into the Acadis® portal: <https://acadisportal.in.gov> with the username and password provided to you in email. If you have not received an email from the ILEA, contact Registrar (317) 837-3245.
3. On first login, you will be required to accept a 'Terms of Use' agreement:

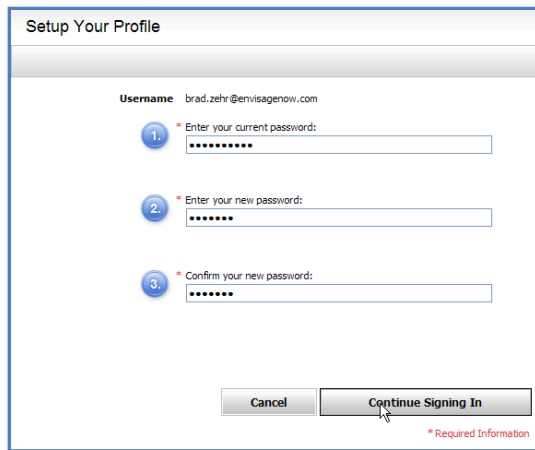


**NOTICE:** Please read the following user acceptance policy carefully as it sets out the rules and guidelines under which this software is made available to you. By accessing the software you agree to be bound by these conditions. If you do not wish to proceed click on the "I Do Not Agree" button now.

By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of or access to this computer system may subject you to administrative penalties or dismissal, or fine and/or imprisonment in accordance with title 18, USC Section 1030.

**Print Terms**   **I Do Not Agree**   **I Agree**

4. You will also be required to change your password:



Setup Your Profile

Username brad.zehr@envisagenow.com

1. \* Enter your current password:  
\*\*\*\*\*

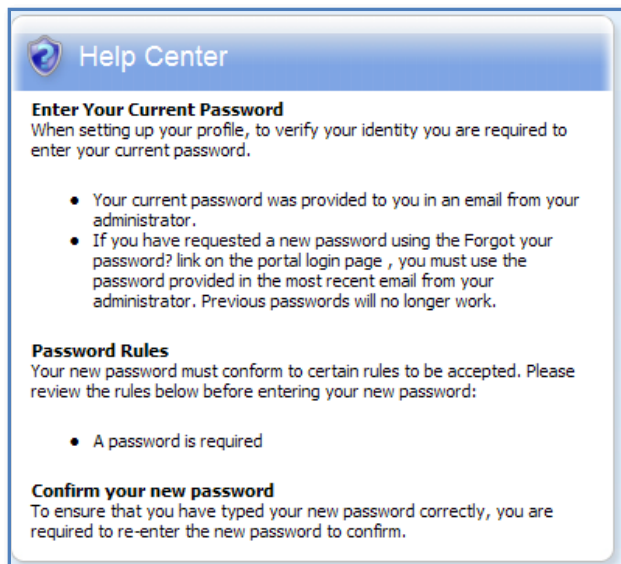
2. \* Enter your new password:  
\*\*\*\*\*

3. \* Confirm your new password:  
\*\*\*\*\*

**Cancel**   **Continue Signing In**

\* Required Information

5. A 'Help Center' in the portal can guide you through the login process:



**Help Center**

**Enter Your Current Password**  
When setting up your profile, to verify your identity you are required to enter your current password.

- Your current password was provided to you in an email from your administrator.
- If you have requested a new password using the Forgot your password? link on the portal login page, you must use the password provided in the most recent email from your administrator. Previous passwords will no longer work.

**Password Rules**  
Your new password must conform to certain rules to be accepted. Please review the rules below before entering your new password:

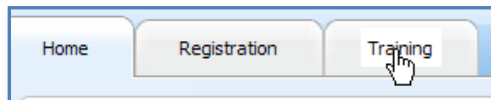
- A password is required

**Confirm your new password**  
To ensure that you have typed your new password correctly, you are required to re-enter the new password to confirm.

6. Your 'Home' page should display the contact information, PSID and certification information for your department's CEO:

The screenshot shows a web interface with three tabs: Home, Registration, and Training. The Home tab is active. Below the tabs, the name "Dmitrius S Ansley" is displayed. Underneath, there is a section titled "My Profile". Within this section, the "Mailing Address" is listed as "1456 Gatlinburg, TN 13275 (Sevier County)" with a phone number "(586) 123-4823 x 962" and an email address "Base12@gmail.com257". Below the mailing address, the "Academy ID" is listed as "1023257". At the bottom of the profile section, there is a "Certifications" section which states "No certifications exist."

7. To report annual training, you will click the **Training** tab at the top of the page:

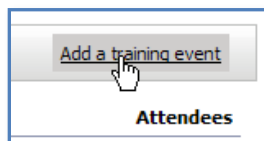


8. Initially, the page will look like this:

The screenshot shows a table titled "Training Events Monitor". In the top right corner of the table area, there is a link "Add a training event". The table has three columns: Status, Events, and Attendees. The table contains four rows of data, each with a checkbox in the Status column.

Status	Events	Attendees
<input type="checkbox"/> Draft	0	0
<input type="checkbox"/> Submitted	0	0
<input type="checkbox"/> Approved	0	0
<input type="checkbox"/> Rejected	0	0

9. To add a report for training received, click on the Add a training event link above the **Attendees** column:



10. All fields with \*red asterisks are required. **NOTE:** In the **Course Title** field enter the name of the training course followed by the *name of your agency* –this is required. Please see the example below:

**Add a Training Event**

**Training Description**

Course No.

\* Course Title

Shotgun Safety - ADAMS COUNTY SHERIFFS DEPARTMENT

\* Start Date

5/17/2010

\* End Date

5/17/2010


\* Hours

4

11. In the **Official Provider / Certified Instructor** field, you should enter the training organization name, followed by the provider number, or the Instructor name, followed by the certification number:

**Provider Type**

\* Type


 **Official Provider / Certified Instructor**

Arlington Training Services : 659-85-14

OR

**Provider Type**

\* Type

 **Official Provider / Certified Instructor**

Charles Bowman : 83-101-405

12. Include an email and phone number for your CEO or Training Officer in the **Instructor Contact** section. ILEA will use this information to communicate with you regarding questions about your agency's reported in-service events.

**Instructor Contact**

Email

jsmith@adamscountysheriff.org

Phone

Duty

( 812 )

658 - 1234

ext. 2

13. When finished, click **Add Attendees** at the bottom of the page:

Cancel

Save As Draft

Add Attendees

14. Enter all attendees by providing SSN or PSID **only**. Do not search by name:

PSID	Last Name	First Name	Middle	SSN	
				191-11-8876	<div>ClearFind</div>



OR

PSID	Last Name	First Name	Middle	SSN	
8595-1548				--	Clear Find

✓  
**NOT**

PSID	Last Name	First Name	Middle	SSN	
	Baese	Regan		--	Clear Find

✗

15. Exact matches on PSID will be added to the attendee list immediately:

PSID	Name (Last, First)	SSN	Primary Organization	
8595-1548	Baese, Regan T	xxx-xx-8876	Willamette University Campus Safety	<a href="#">Remove</a>

16. Exact matches on SSN will display with a radio button to the left in a **Suggested Matches** list. Select the attendee, and click **Continue**:

Attendees				
Academy ID	Last Name	First Name	Middle	SSN
				123-45-6789

Suggested Matches (1)			
Name (Last, First)	Academy ID	SSN	Primary Organization
<input checked="" type="radio"/> Balsamo, Jamil D	1023053	xxx-xx-6789	Tigard Police Department
<input type="radio"/> No Matches - I want to add a new person.			

Academy ID	*Last Name	*First Name	Middle	SSN
				123-45-6789

\* Required Information

✓

✗

**Note:** Do not use the **No Matches – I want to add a new person** option. If you cannot locate the person for whom you need to add training, re-verify the PSID and/or SSN, and try again. If you are still unable to find the right individual, you must use the [New Hire Report Form](#) to report the person to ILEA for processing into Acadis®.

17. Repeat the steps 13-15 to add more attendees as necessary.
18. When finished adding all attendees for a training event, click **Continue** to move on to the submission step:

PSID	Name (Last, First)	SSN	Primary Organization	
3610-0814	Adams, Matthew Russell	xxx-xx-8121	Sellersburg Police Department	<a href="#">Remove</a>
2234-8814	Cortie, John Francis JR	xxx-xx-6597	Sellersburg Police Department	<a href="#">Remove</a>

19. After reviewing all details of the Training Event Record to ensure accuracy, click the **Submit for approval** button. **Once a training event is submitted for approval, editing is prohibited. Please ensure that all information is complete and accurate before submitting for approval.**

<input type="button" value="Back"/>	<input type="button" value="Submit for approval"/>
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20. You may review submitted events in the Submitted band of your Training Events Monitor. Click the “+” to open the Submitted section to review your events:

Training Events Monitor						
<a href="#">Add a training event</a>						
Status	Events				Attendees	
<input type="checkbox"/> Draft	0				0	
<input checked="" type="checkbox"/> Submitted	3				3	
	<i>Course Title</i>	<i>Course No.</i>	<i>Starting</i>	<i>Ending</i>	<i>People Pending Approval</i>	<i>Tot. Attendees</i>
	<a href="#">Shotgun Safety</a>		02/17/2009	02/17/2009	1	1

21. After a training event is approved by the Academy, it will move to the **Approved** section of your Training Events Monitor. Click the “+” to open the Approved section to review your approved events:

Training Events Monitor						
<a href="#">Add a training event</a>						
Status	Events				Attendees	
<input type="checkbox"/> Draft	0				0	
<input checked="" type="checkbox"/> Submitted	2				2	
<input checked="" type="checkbox"/> Approved	1				1	
	<i>Course Title</i>	<i>Course No.</i>	<i>Starting</i>	<i>Ending</i>	<i>People Pending Approval</i>	<i>Tot. Attendees</i>
	<a href="#">Shotgun Safety</a>		02/17/2009	02/17/2009	1	1

21. See next page

22. Should the Academy require corrections to your reported training, the event will be updated within the **Submitted** section of your Training Events Monitor. Click the “+” to open the *Submitted* section to review events periodically if they have not been approved, as further information or corrections may be required. You may be instructed to call the Academy to provide the needed information or corrections. To review further details, click the *Course Title* and read possible instructions provided in the Description by the ILEA.

Training Events Monitor						
<a href="#">Add a training event</a>						
Status	Events				Attendees	
<input type="checkbox"/> Draft	0				0	
<input checked="" type="checkbox"/> Submitted	1				2	
	<i>Course Title</i>	<i>Course No.</i>	<i>Starting</i>	<i>Ending</i>	<i>People Pending Approval</i>	<i>Tot. Attendees</i>
	<a href="#">CORRECTION NEEDED: Shotgun Safety</a>	Call Darlene at 317-232-3564	02/17/2009	02/17/2009	0	2
<input type="checkbox"/> Approved	0				0	

## Special Reporting Instructions For In-Service Instructors

Instructors may currently report up to 4 hours of in-service training each year for time spent teaching any in-service classes. These hours must be reported in Acadis® as separate training events for the instructors (that is, instructors may not be included on the student roster for classes they teach). Use the format below for reporting teaching hours as in-service training hours for the instructor.

23. Create a new and separate event for the instructor for the course (do not add the instructor to same roster as the students). Add the word “INSTRUCTOR” in the **Course No.** field above the **Course Title**.

Add a Training Event	
Training Description	
<b>Course No.</b>	<input type="text" value="INSTRUCTOR"/>
<b>* Course Title</b>	<input type="text" value="Shotgun Safety - ADAMS COUNTY SHERIFFS DEPARTMENT"/>
<b>* Start Date</b>	<input type="text" value="5/17/2010"/>
<b>* End Date</b>	<input type="text" value="5/17/2010"/>
<b>* Hours</b>	<input type="text" value="4"/>

24. Follow all other instructions in steps 7-22 above to complete the entry for the instructor hours, adding the Instructor as the only attendee to this special instructor course.